

ETTOS Working Group

Paper Title	ETTOS Change Guideline
Meeting Date	14 June 2016
Purpose of Paper	For Decision
Synopsis	This paper sets out the proposed ETTOS Change Guideline for working group approval.

1 INTRODUCTION

- 1.1 This paper provides the draft ETTOS Change Guideline which details the enduring change management arrangements for ETTOS changes. This covers both changes to the ETTOS Schedules within SPAA and DCUSA via the standard Change Proposal (CP) process, and also changes to the ETTOS contract and service using a Contract Change Notification (CCN).
- 1.2 The ETTOS Working Group is invited to review the draft Change Guideline (Attachment 1) and recommend to the SPAA EC and DCUSA Panel for approval.

2 RECOMMEDATION

- 2.1 The ETTOS Working Group is invited to:
 - RECOMMEND approval of the draft ETTOS Change Guideline to the SPAA EC and DCUSA Panel.

ATTACHMENTS

- Attachment 1 – Draft ETTOS Change Guideline